

STATE TRAUMATIC BRAIN INJURY ADVISORY BOARD (STBIAB)  
MEETING MINUTES  
September 17,2004

Present: Cori Fujiura, Dr. Patricia Heu, Tony Hunstiger (Chair), Mary Isley, Hal Kahikina, Kelly Knudsen, Rita Manriquez, Malexi McPhee, Dr.Thomas O'Callaghan, Dr. Robert Sloan,

Absent: Douglas Hupp, Lee Taylor, Kawena Young

Department Representatives: Michael Tamanaha, Lester Matsumoto, Aaron Sugino,Curtis Inouye

Others: Chris Jones PBRRTC, Milton Takara

- I. Call To Order: Meeting called to order by Chair Tony Hunstiger at 1:40 p.m.
- II. Approval of Minutes: Minutes to the July 17, 2004 Strategic Planning Session was approved by a quorum of STBIAB Members.
- III. Review of Agenda: The agenda was approved with no changes.
- IV. Strategic Planning Session Follow-Up facilitated by Michael Tamanaha:

Mike began the session by reviewing highlights of the Planning Session held on July 17, 2004. The STBIAB Members voted on several areas on what the Board will do differently to achieve specific goals. The four areas receiving the most votes were 1) Define steps and do timeline, be explicit, measurable objectives, evaluate and monitor at regular intervals, 2) DOH DDD/NT roles and responsibilities and support/work for the Board, 3) Decrease blame and focus on action, 4) Committee meetings/work groups monthly. These four areas that were identified would then be the focal point for the four subcommittees of the STBIAB to move forward meeting their identified outcomes. The subcommittees are: 1) Professional Awareness and Education, 2) Increasing Services and Funding, 3) STBIAB/Neurotrauma Advisory Board (NTAB) Joint Subcommittee on the Registry, 4) STBIAB/NTAB Joint Subcommittee on the Legislature.

The next step in the process was to identify specific activities for implementation and responsibilities for the Board and DOH to carry out. Tony felt that the Board needed to take a step back and mentioned that before the Board and the subcommittees can move forward, the subcommittees need to work more efficiently. The subcommittees are not

meeting, not reporting and addressing issues and concerns to the full Board. Tony mentioned that a plan needs to be implemented to get Board Members involved with the subcommittees and fulfill the role of the STBIAB. Hal Kahikina, STBIAB Member supported issues mentioned by Tony Hunstiger.

Board Members identified five areas and are prioritized as follows:

- 1) Attendance: DOH to follow-up by calling Board Members who were not present at the Board meetings. DOH will follow-up with Board Members who miss consecutive meetings as stated in the STBIAB By-laws. It was agreed upon by Board members that although there is no quorum at any one meeting, Members present are able to address tasks and issues and present outcomes at the next full Board Meetings.
- 2) Scheduling: Beginning with the October 15, 2004 STBIAB Meeting, the subcommittees on Professional Awareness and Increasing Funding and Services will meet prior to the full Board meeting (1:30 p.m. to 2:30 p.m.). These subcommittees will recommend to the full Board a nominee for Chair for the Board's approval. Current nominees are Malexi McPhee for Professional Awareness and Hal Kahikina for Increasing Funding and Services Subcommittees. The respective subcommittee Chairs will report on an operational goal that is specific, measurable, achievable, relevant to the mission of the Board, and time-limited. The subcommittee Chair must also designate a representative if he/she will not be present at the STBIAB Meeting. The Full Board will also determine the schedule of the STBIAB meetings.
- 3) Role of DOH Staff: DOH Staff will support the STBIAB subcommittees by preparing all that is required for the subcommittees. This would involve notification of meetings, posting of the agendas, completing meeting minutes and logistical issues such as securing meeting sites and materials. DOH staff will be involved with information gathering and specific research as defined by the subcommittees. DOH staff will also ensure board meetings are conducted within the guidelines of the Sunshine Law.
- 4) Timelines: Board members would like to see "accountability" within the subcommittees in regards to goals and objectives that they set. Subcommittee Chairs or their designees are to report on goals and objectives that are identified in their meetings and report back to the full board. Besides their current report, the respective subcommittee chairs will inform the full board of the upcoming goals and objectives they will be working on.
- 5) Advisory Process: How do you make the process work better?  
Mike Tamanaha and Tony Hunstiger will review the Advisory Process that was developed for the Neurotrauma Advisory Board and revise it to serve the STBIAB. Tony or DOH will report on the process at the next STBIAB meeting. The STBIAB members will then be able to vote to approve the process or require further discussions.

The subcommittees and the members are provided in the following table:

Professional Awareness	Increasing Funding and Services	STBIAB/NTAB Joint Subcommittee on the Registry	STBIAB/NTAB Joint Subcommittee on Legislature
Tony Hunstiger Cori Fujiura Kelly Knudsen Rita Manriquez Malexi McPhee Lee Taylor Kawena Young	Dr. Pat Heu Douglas Hupp Hal Kahikina Mary Isley	Hal Kahikina Dr. T. O'Callaghan Dr. Robert Sloan	Hal Kahikina

V. Announcements:

- 1) STBIAB Member Hal Kahikina will be participating as a panel member representing traumatic brain injury survivors at the Neurotrauma Advisory Board (NTAB) Meeting on September 24, 2004. A neighbor island concern from Kelly Knudsen (Kauai) for Hal to report is in regards to services for individuals who sustain a traumatic brain injury. On Kauai, if a child sustains a traumatic brain injury, services are available through the DOE but there are very few services for adults. What is being done to increase services for individuals who sustain a traumatic brain injury on Kauai?
- 2) The Hawaii Institute for Public Affairs and the Hawaii Uninsured Project will be having a Conference on Wednesday, October 13, 2004 at the Hilton Hawaiian Village Coral Ballroom, Honolulu, Hawaii. The Conference will run from 8:00 a.m. to 1:30 p.m. Boardmembers and any interested individuals can contact Neurotrauma Supports at 453-6325 for more information. Board members from the STBIAB and NTAB will be informed.
- 3) Brain Injury Association of Hawaii will be presenting a Conference on October 30, 2004. Additional information forthcoming.
- 4) Health Awareness Hawaii will present The 3<sup>rd</sup> Annual RUN FOR THE BRAIN 5K fun run on October 23, 2004 at Ala Moana Park. For more information on the run, go to [runforthebrain@yahoo.com](mailto:runforthebrain@yahoo.com)
- 5) Mental Health Association of Hawaii will be providing seminars on the Legislative Process. If board members or other individuals are interested, contact Malexi McPhee at [runforthebrain@yahoo.com](mailto:runforthebrain@yahoo.com)
- 6) DOH/Neurotrauma Supports will be participating at the Seniors Fair at the Blaisdell Center, September 24-26, 2004 from 8:30 a.m. to 4:30 p.m. Open to the public
- 7) Ken Currier, head of TBI Technical Assistance Center will be in Hawaii from October 27-29, 2004. Mike will be coordinating a meeting with Ken to discuss what other states have done in regards to a TBI registry. STBIAB Members will be informed of the meeting date and encourage Board Members to attend.

VI. Next Meeting

Date: October 15, 2004

Time: 1:30 p.m. to 4:00 p.m.

Location: Capitol Center VCC and Neighbor Island Sites

STBIAB Meeting adjourned at 3:25 p.m.

Recorded by: Curtis Inouye